

Overview of 2014-2015 New Career and Technical Education (CTE) Program Planning Process

1. Attached is a complete listing of state-recognized Secondary CTE Program CIP codes which may be applied for during the 2014-2015 school year.
2. The new CTE program application process window will be from **October 1, 2014, until December 1, 2014**. Applicants will submit pertinent information via the PTD website through their CEPD CTE administrator. The application follows the CIP Self-Review format and will be a combination of uploaded documentation and assurances. CEPD CTE administrators will be advised when the application is available on the web. Please determine who will be the application contact before you begin this process. **All vital communication will be sent to who is listed as the program applicant.**
3. Please take note that there is a **REQUIRED*** technical assistance meeting on **Tuesday, September 16, 2014**, at the James B. Henry Center for Executive Development in Lansing.
4. Please note the following **registration requirements for the September 16 meeting**:
 - In order to register for the conference, you may click on the following link: [New CTE Program Technical Asst. Meeting](#). If you don't already have an account, you will need to create one.
 - You must identify one **(1) CTE program and participant PER REGISTRATION** – If you are applying for more than one program, a separate registration must be submitted (with a participant identified) for each program. **Each registration is \$25.**
 - Please note that all registrations must be received no later than **September 8, 2014**. Walk-in registrations will be charged a late fee of \$100. There will be no guarantee that materials will be available at the meeting for those not pre-registered.
 - A small block of hotel rooms has been reserved for Monday, September 15, 2014, at the Candlewood Suites (attached to the Henry Center), at the rate of \$75.00. Reservations must be made directly with the Candlewood Suites at (517) 351-8181. Room block is identified as **OCT**.
5. Once the application has been submitted (by December 1, 2014) CTE Consultants will review and communicate with applicants as needed via e-mail or phone regarding application documents.
6. Decisions on the applications will occur by **February 1, 2015**, to allow a PSN to be assigned prior to 4483D submission for programs operating at the time of application approval. Therefore, if the CTE program operates during the 2014-2015 school year and receives state approval, enrollments for the year may be entered on the 2015 4483D report.
7. If you have any questions or need further clarification regarding this process, please contact Nikki Rogers, Program Consultant, at 517-373-8904 or rogersn@michigan.gov.

***This meeting is required to assure that applicants are provided clear and specific expectations as well as an opportunity to receive technical assistance from the related OCTE program consultant. This will greatly assist participants in providing complete and quality applications. If this requirement will impose an undue hardship, please contact Nikki Rogers as soon as possible.**